

STORM WATER PROGRAM MANAGER

GRADE: 25

FLSA: EXEMPT

CHARACTERISTICS OF CLASS:

The Storm Water Program Manager performs difficult professional and intermediate administrative work involved in all aspects of the City storm water management program, including budget, planning, training, regulatory processes, public outreach, and monitoring program effectiveness. The program involves the development, implementation and enforcement of Citywide storm water and water quality ordinances, programs and policies, as well as the City's own compliance with applicable federal and state storm water laws, rules and permits. The work requires considerable programmatic and technical understanding, managerial skills, tact, discretion and persuasion often involving difficult negotiations to carry out organizational goals and resolve problems. Work working conditions are can be stressful with light physical demands. The incumbent is involves strategic planning and budgeting, regulatory actions and operational activities; and is subject to direction and guidance by the Chief of Environmental Management.

EXPECTATIONS OF ALL CITY EMPLOYEES:

- Learn and demonstrate an understanding of city, department and division goals
- Serve and meet the needs of customers during routine or emergency situations
- Ability and willingness to work as part of a team, to demonstrate team skills, and to perform team responsibilities and meet team expectations and goals
- Ability to assess his/her work performance or the work performance of the team
- Plan and organize his/her work, time and resources, and if applicable, that of subordinates Contribute to the development of others and/or the working unit or overall organization
- Produce desired work outcomes including quality, quantity and timeliness
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided
- Understand and value differences in employees and value input from others
- Consistently report to work on time and properly attired
- Consistently prepare high quality work assignments completed on schedule
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

EXAMPLES OF DUTIES:

- Ensures City facilities, activities and programs comply with applicable federal and state permits and requirements
- Pursues amendments and revisions to the City Code as needed

- Engages in strategic program planning, including program performance objectives and measures
- Minimizes storm water contamination by implementing structural and non-structural best management practices across the City's facilities and activities
- Promotes the use of effective low impact development (LID) techniques in all new construction
- Assesses compliance and pursues enforcement against privately-owned storm water management facilities as warranted to ensure compliance with all applicable local permits and requirements
- Responds to spills threatening to reach the City storm drain system
- Identifies and corrects illicit dry-weather storm drain flows entering the storm drain system
- Implements and oversees a program to control fats, oils and grease (FOG) discharges to sanitary sewers in order to prevent blockages and sanitary sewer overflows that may reach the storm drain system
- Oversees the stream assessment, stream cleanup and adopt-a-stream activities
- Directs the volunteer stream monitoring initiative in the City's three watersheds and use information to measure the effectiveness of the City's storm water program
- Ensures storm drain outfalls are labeled and the storm drain system is properly mapped
- Develops and implements public outreach and education tools and materials to discourage non-storm water discharges into the storm drain system
- Prepares annual reports for residents, Mayor and Council, City senior staff, and regulatory agencies
- Develops articles, press releases, presentations and website content on the City storm water program.
- Represents the City at meetings and conferences.
- Recognizes individual and group resident and corporate achievements
- In a matrix organization that crosses divisional lines, design and improve the quality of storm water controls placed on construction activities, and the priorities for storm drain system maintenance.
- Coordinates City activities with those of the State, County, Metropolitan Washington Council of Governments and other local jurisdictions
- Hires, train, evaluates, rewards and disciplines a professional staff
- Performs other duties as required.

QUALIFICATIONS:

Required Training and Experience:

A Bachelor's degree from an accredited college or university with major course work in regulatory compliance, environment science, environmental studies, environmental engineering, natural resource management or related area, and at least five years of responsible, professional experience working in similar programs. Master's degree

preferred. Previous supervisory experience is preferred but not required. Must have a driver's license valid in the State of Maryland.

Preferred Knowledge, Skills and Abilities:

- Knowledge of The Federal Clean Water Act, rules and policies, particularly those pertaining to storm water.
- Knowledge of the Maryland State water quality laws, rules and policies, particularly those pertaining to storm water
- Extensive collaboration skills
- Skill in project planning and implementation, including budgeting
- Strong written and verbal communication skills, including public speaking and technical report writing and editing abilities
- Ability to assess regulatory compliance and use enforcement tools
- Ability to write grant proposals
- Ability to develop public information and outreach materials
- Ability to self assess personal job performance and program effectiveness
- Ability to supervising other professionals